



UNITED STATES DISTRICT COURT – DISTRICT OF KANSAS

Robert J. Dole U.S. Courthouse

500 State Avenue

Kansas City, KS 66101

www.ksd.uscourts.gov

Court Reporter

Vacancy Announcement #KC23-23

Position Title:	Court Reporter
Position Type:	Full-Time Permanent
Location:	Kansas City, Kansas
Start Date:	March 1, 2024
Salary Range:	\$89,606 - \$107,527 (CR 1-5) *Starting salary is commensurate with qualifications, experience, and based upon Federal Court Reporter guidelines .
Open Date:	November 7, 2023
Closing Date:	Open until filled

POSITION OVERVIEW

A Court Reporter performs court reporting services for any judicial proceeding as required. The position requires the ability to record and transcribe verbatim (stenotype or stenomask) testimony of courtroom proceedings, to read back all or any portions of the court records, to work well under pressure and to work extended court and transcription production hours within strict time limitations.

At the request of a party or by order of the Court, the Court Reporter provides transcripts within the time frames and cost requirements of the Judicial Conference. A Court Reporter maintains accurate, legible records which are subject to audits. In addition, Court Reporters are expected to complete recordkeeping forms, document information contained in reports, as well as maintain and safeguard records until their disposition, according to the statutory requirements and Judicial Conference policy. Court Reporters may be required to travel to divisional offices in Topeka and Kansas City for court proceedings as necessary. In addition, the selected applicant will be placed on the leave system and required to work during normal office hours.

QUALIFICATIONS

Applicants must have at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying examination. Realtime Certification and Merit Certification is preferred, but not required. The applicant must be able to work irregular hours as dictated by the Court and be able to provide personally-owned equipment. The successful applicant will be a self-starter, mature, highly organized, maintain professionalism and exhibit tact, good judgment, and poise.

SALARY LEVELS AND SPECIALIZED EXPERIENCE:

Court Reporter salary levels are determined as follows:

Level 1 \$89,606, plus transcripts - Starting Salary

Level 2 \$94,087, plus transcripts - Requires Merit Certification

Level 3 \$98,567, plus transcripts - Requires Realtime Certification

Level 4 \$103,047, plus transcripts - Requires Realtime and Merit Certification

Level 5 \$107,527, plus transcripts - Applies only to current Court Reporters in the federal judiciary who were hired prior to October 11, 2009, and have ten years of service

Realtime Certification: Successful completion of a certified Realtime examination by NCRA or equivalent exam.

Merit Certification: Registered Merit Reporter Certificate from the NCRA

BENEFITS

1. 13 days paid vacation for each of the first three years
2. 20 days paid vacation during years 4-14
3. 26 days paid vacation annually with 15 years of service
4. 13 days paid sick leave annually
5. 11 paid federal holidays
6. Participation in the Federal Employees Retirement System
7. Participation in the Thrift Savings Plan (TSP) with government match up to 5%
8. Health, Dental, Vision, Group Life, and Long-Term Care Insurance Plans
9. Participation in the Flexible Benefits Program for Health and Dependent Care
10. Up to 12 weeks of Paid Parental Leave for eligible employees
11. Participation in Federal Occupational Health (FOH)/Employee Assistance Programs (EAP)
12. Student loan forgiveness for qualified individuals, pursuant to the terms of the [PSLF](#) program
13. Free parking
14. Free onsite fitness center

APPLICATION PROCEDURE:

To apply for this position, please submit the following items in a single PDF document by email to HR@ksd.uscourts.gov and include the "Vacancy Announcement #KC23-23" in the email subject line:

1. a cover letter,
2. a current resume, and
3. [Federal Judicial Branch Application for Employment](#) (Separate forms available for PC and Mac users)

* Current District of Kansas employees do not need to submit the AO 78 application form.

* You should NOT respond to questions 18, 19, and 20 of the AO 78 application form, in accordance with the Fair Chance to Compete with Jobs Act of 2019

ADDITIONAL INFORMATION

The U.S. District Court reserves the right to modify or withdraw this job announcement without prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals selected for an interview. Travel and relocation expenses will not be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER